



**DISPOSITION OF PASSPORTS UPON SEPARATION FROM
THE U.S. DEPARTMENT OF STATE**

TO: Passport Office
THROUGH: Bureau of Human Resources/Office of Retirement (HR/RET)
SUBJECT: Disposition of Passports Upon Separation From the Department of State

Check one of the following:

_____ Passports turned in to _____
(Number) *(Full Name)*
_____ and _____
Date (mm-dd-yyyy) *(Where)*

_____ Passports were cancelled and returned to me.
(Number)

I was never issued any passports.

My passport was amended to reflect my status as a dependent.

_____ Passports have not been returned for the following reason(s):
(Number)

Printed or Typed Name

Signature

Date *(mm-dd-yyyy)*

All Department employees and Administrative offices are reminded that diplomatic and official passports may be used only as long as the position or status for which they were issued is retained. Section 51.4 (c) (d) of Title 22 of the Code of Federal Regulations states that such passports must be returned upon termination of the bearer's diplomatic official status.

In accordance with 3 FAM 784, it is the responsibility of Administrative officers to ensure that Form DS-8A "Administrative Clearance for Separation", includes a record of the disposition of passports issued to separating or retiring employees and their dependents. This includes all diplomatic and official passports, as well as any tourist passports for which the employee has been reimbursed by the department. Because of the possibility of misuse of these documents, it is important that all offices establish and maintain effective control over their use. These passports are normally destroyed. However, they may be cancelled and returned as a memento if requested. All questions on this matter should be directed to the Diplomatic and Congressional Travel Branch of Passport Services at (202) 955-0198.